

PROMOTION PROCEDURE FOR SCIENTIFIC AND TECHNICAL (S&T) STAFF OF NISER

1. The Dean, Faculty Affairs will request the heads of each section/department/School having S&T staff to send the list of eligible candidates for promotion according to the promotion policy of NISER. The head of the section/department will call for applications for promotion from their respective S&T staff. Then they will consider the cases and send the names of the recommended candidates with the following information to faculty affairs office:
 - (a) Name of the applicant:
 - a) Qualification:
 - b) Current position:
 - c) Date since when he/she is in current position:
 - d) Position for which applied for promotion:
 - e) Date of joining NISER:
 - f) Date of last promotion :
 - g) APAR grades of the preceding years (4 years) :
 - h) 2 page write up of the work carried out in the current position:
 - i) Recommendation from the head of the school/section/department:
2. A screening committee will be constituted by Director, NISER to consider all cases that are eligible for promotion and this committee will examine the above information and make recommendation for consideration of applicant for being interviewed by the selection committee or otherwise.
3. A selection committee will be constituted by Director, NISER for S&T staff up to a GP of Rs 8700/- for conducting personal interview of the applicant recommended by the screening committee.
4. A Senior selection committee will be constituted by Chairman, BOG Chairperson for S&T staff with and above GP of Rs 8900/- for conducting personal interview of the candidate recommended by the screening committee.
5. The Selection /Senior selection committee after assessing the applicants performance and attributes shall record their recommendation as either
 - a) Fit for promotion to Grade_____ with effect from _____
 - b) Fit for promotion to Grade_____ after one year i.e with effect from _____
 - c) Not found fit yet.
6. The cases of promotion of selected candidates to post having GP below Rs 5400/- shall be approved by Director, NISER. Those with GP Rs 5400/- and above shall be approved by Chairman, BOG, NISER.
7. The effective date of promotion will be 1st of July of every year.